



United States Bankruptcy Court Northern District of Ohio

Vacancy Announcement

Position: Generalist Clerk
Duty Station: Toledo, Ohio
Starting Salary: \$25,933 (CL 24/01)

Date: 04/23/01

Announcement No: 01-07

Position Overview

The Generalist Clerk performs primary and back-up duties in the following areas: file room assistance; records searches, responding to public inquiries in person and via telephone, processing documents, generating monthly reports, managing incoming mail and closing out financial registers. Operates audio recording equipment in the courtroom as needed.

Qualifications

Prospective candidate must have a minimum of two years progressively responsible clerical or administrative experience. Additional qualifications include: computer desktop skills, strong verbal and writing skills, ability to work effectively with management and staff and to communicate professionally with members of the Bar. Prior experience using recording equipment and working in a legal environment is highly desirable. Must be high school graduate or equivalent.

Information for Applicants

The United States Bankruptcy Court is an Equal Opportunity Employer. Internal applicants will also be considered for this position. Employees of the United States Bankruptcy Court are required to adhere to a code of conduct which is available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. A successful background check is required for employment with the court. This position is located in a smoke free environment.

To Apply

Interested applicants should submit resume by **05/04/01** to:

U.S. Bankruptcy Court for the Northern District of Ohio
Ref: Personnel
411 US Courthouse

1716 Spielbusch Avenue
Toledo, Ohio 43624